## MIAMI TOWNSHIP SERVICE

Job Description

### **POSITION SUMMARY**

Under the supervision of the Township Service Director serves as administrative support to the Service Department. Performs a variety of administrative and cemetery management assistance; prepares purchase orders; inputs invoices for payment; responsible for maintaining public records of the Service Department.

## SUPERVISION EXERCISED

None

#### **EDUCATION/EXPERIENCE**

- High School Diploma or equivalent
- Three years of progressively responsible administrative assistance or project management experience is preferred
- Experience with a local government or a public school district is preferred

## MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES

- Demonstrate professional customer service to the public
- Ability to respond to routine inquiries from public officials and the public
- Ability to establish and maintain effective working relationships with co-workers, vendors and the public
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office software products
- Demonstrates flexibility and cooperative attitude when faced with change
- Demonstrates resiliency when faced with adversity
- Possess and maintain a valid driver's license
- Ability to maintain professional poise while performing cemetery lot sales

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## **ESSENTIAL FUNCTIONS AND DUTIES**

- Assist Service Director with preparation of public meeting reports
- Processes invoices for payment, inputs purchase orders into our accounting software, receipts permit and cemetery receipts into accounting system
- Receives requests and complaints from the public concerning maintenance or safety issues in our cemetery, parks, and on our roads and channels the requests to appropriate personnel, follows up on the corrective actions, and sees that replies to the inquiries are given
- Provides safekeeping of and access to public records in accordance with Township and State policies.
- Composes drafts of correspondence to vendors, contractors, and residents
- Manages and tracks timekeeping for payroll and manages payroll processing
- Orders building and office supplies
- Provides backup assistance to the reception area of the administration area of the Township Civic Center
- Performs other related duties as required.

#### PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.

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## DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.

Signature	Printed Name	Date
DATES AND APPROVALS Authorized by:		
Signature	Printed Name	 Date